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FILED : Reports
RETURN TO (weekly)

RECORDS SERVICES DIVISION
GENERAL SERVICES OFFICE
29 January 1954

Chief, General Services Office

Chief, Records Services Division

Activity Report for Week Ending 28 January 1954

The following are the principal activities in the Records Services Division for the week ending 28 January 1954:

a. The records management survey in FBID is progressing on schedule. The inventory of files and filing equipment has been completed. Filing stations have been agreed to. Inactive records have been removed from office space and transferred to the Records Center. The analyst assigned to this survey is now in process of establishing the proposed filing system in the Office of the Chief of the Division and from there will proceed throughout the principal organizational units of the Division.

b. A new Area Records Officer, [] has been appointed for the Office of Communications. She has been contacted and invited to come over and discuss problems of mutual interest.

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c. Arrangements have been made to microfilm approximately 50,000 cards, consisting of Master Abstract File Cards for the Chemistry Division of OSI.

d. Considerable delay was experienced in obtaining special automobile service for the delivery of tabulating reports and other material between the Finance Division and the Machine Records Branch.

e. The revised OO Information Report has been coordinated with several major offices of interest, and is now in process of approval in the Office of the General Counsel.

f. The work load in forms is still heavy; we now have 19 requisitions on hand to be processed.

g. The work load in Supplemental Distribution was particularly high during the last week. Over 37,000 items for administrative issuances were prepared for distribution.

h. A draft copy of a reference aid to Supplemental Distribution materials was prepared by [] of the Records Center. After it has been circulated through the Division for comment, it will be revised for issuance.

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i. Arrangements have been made to rearrange the physical set-up in the Machine Records Branch to eliminate lost motion and reduce the excessive noise experienced in Wing B of Curie Hall where the key punch operations are located.

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j. We are in process now of developing a revised training program for people in tabulating machine work. This will include on-the-job and outside training.

k. Due to the recent losses of personnel in the Machine Records Branch, it has been necessary to increase the amount of overtime in order to keep our work current. The work load with respect to new T/O's was particularly heavy during the past week due to a complete revision for DD/P. This involved the production of approximately 22,000 new punch card items.

l. We have circularized all couriers to determine their interest in tabulating machine work. So far, only one appears to be interested.

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GSO/RSD/LGC:ew

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Report for the week ending 28 January 1954 from RECORDS SYSTEMS BRANCH

25X1 1. A records volume and filing equipment inventory has been made in FBID. Inactive records from the Central files of the Division have been transferred to the Records Center. Informal agreement has been reached with [] with respect to the location of files and filing systems to be installed. [] 25X1 stated he would document our tentative agreement in writing. The analysts are now proceeding with installing a filing system for the office of the Chief and the Administrative office.

25X1 2. [] has been designated as Area Records Officer for that office, replacing [] 25X1
25X1 [] has been invited over to talk with the Chief, Records Services Division, and the various Branch Chiefs, but her visit was postponed because of the inclement weather last Friday.

25X1 3. As a part of the indoctrination of [] now of 25X1
25X1 this Branch, [] was requested to permit [] to review his records problem with the objective of recommending some means of limiting the continued expansion of these files. This assignment was proposed because: (a) it was felt that it could be accomplished prior to [] 25X1
the next BIC, (b) in previous discussions with representatives of the Biographic Register, they had recognized the need for establishing some means of controlling continued growth, (c) the assignment would give [] an opportunity to learn of the organization and functions of OCD which will be helpful in connection with his proposed work on microfilming surveys, and (d) it was felt that the institution of control procedures for the records of the Biographic Register will result not only in improved and more economical service, but will also serve as an example of what can be done for other files of the Agency for which no cut-off procedures have been established.

25X1 In discussions with [] he indicated that he was agreeable, but requested that we clear with [] 25X1
25X1 felt that a preferable assignment would be a period of indoctrination with [] Machine Division of OCD. Consequently, arrangements were made for [] to report to OCD starting Monday, 1 February, for a period of several days. In the meantime, he has spent several hours with the Area Records Officer of ORR. It is anticipated that arrangements with Area Records Officers from other offices will also be made for similar indoctrination periods within the next month.

25X1 4. Following a review of the microfilm survey objectives outlined by [] and the survey recently conducted by GSA, it has been tentatively agreed that an Agency survey should be started similar to that conducted by GSA. [] has been assigned to the project. 25X1

5. Microfilming of the OSI Chemistry Division Master Abstract Card File was started 21 January. This file, amounting to approximately 50,000 cards, will be filmed in its entirety. In the future, additions

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to this file will be deposited by direct method (IBM card).

A draft of a Vital Materials deposit schedule for the Logistics Office is presently being circularized through the various divisions of the Logistics Office for concurrence.

6. The Mail Control Section received fifteen (15) requests for "Special" service from the Machine Records and Finance Branches. These requests were handled as follows:

- 11 - Delayed - average 41 minutes; one delivered via CIA Shuttle bus; one incorporated on regular scheduled run; nine delivered when vehicle was available.
- 4 - Taken care of immediately.

The NIS scheduled for delivery on Friday, 22 January, was held up because of the weather. This delay was made with the knowledge and agreement of [redacted]

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25X1 [redacted]

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Report for week ending 27 January 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

1. Writers' Guide - Conducted research at the Library of Congress to complete the collection of material for the section, "Your Reference Library." Drafted sections on report writing and the use of questionnaires and surveys.

2. Program Status Report - Recomposed the questionnaire, and redrafted the proposed memorandum for its transmittal to area chiefs. Submitted the revised material to []

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3. Records Disposition Handbook - Reviewed the proposed handbook in detail for self-indoctrination on the records disposition program, and for possible procedural or editorial recommendations. Discussed disposition policies and procedures with various members of the Records Services Division staff to further our staff's understanding of the program. Comments on the handbook will be submitted to []

25X1

4. Records Services Division Office Layout - Discussed space and layout needs with each Branch Chief and developed a proposed plan from their comments. The proposed plan is now being routed through the Branch Chiefs for their concurrence.

5. Proposed CIA Glossary of Intelligence Terminology - Reviewed the proposed glossary and submitted recommendations to Mr.

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Chief, Reports & Correspondence
Management Branch

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Report for week ending 28 January 1954 from FORMS MANAGEMENT BRANCH

25X1 The phased master plan for management of Agency forms, which had been under discussion for some time, was approved by [redacted] on 26 January 1954, subject to disapproval of revision of the forms numbering system at this time, establishment of priority of action for the handbook, a training program and a forms inventory.

The project for elimination of duplicate functional files maintained by O&M has been indefinitely suspended.

25X1 Information previously received from Regulations Control Staff to the effect that [redacted] was scheduled for submission to the DD/A for authentication on 21 January 1954 was erroneous. Editing of the notice has still not yet been completed.

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[redacted]
of Forms Management material were held with the program was discussed in general, as applied to their area. The proposed revision of Form No. 30-11 was also coordinated at this time.

Discussions continued with Logistics personnel relative to the stocked forms supply system, with particular attention devoted this week to establishment of procedures for initial distribution of new and revised forms. Coordination of Logistics was obtained on Notice No. [redacted] approval has been obtained and submission was made to [redacted] on 27 January 1954 for approval and transmittal to Regulations Control Staff for authentication and publication.

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The revised OO Information Report Form has been cleared with the DD/I and the DD/A, and is now being coordinated with the General Counsel.

25X1 [redacted] and other Branch Chiefs in formulating a set of floor plans for a revised office layout in T-32.

25X1 [redacted] services continued to be unavailable because of jury duty.

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Current requests for approval of new, revised and reprinted forms:

<u>No. of Requests</u>		<u>No. of copies</u>
New	4	25,000
Revised	6	98,000
Reprinted	<u>12</u>	<u>110,000</u>
Totals	22	233,000

The current backlog consists of 19 requisitions of all types.

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Chief, Forms Mgt. Branch

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Report for the week ending 28 January 1954 from
RECORDS DISPOSITION BRANCH

Office of Scientific Intelligence

An analyst from this branch and the OSI Records Officer have started a records survey of the office for the purpose of preparing a Records Control Schedule. To date, 65 items have been inventoried, described and preliminary appraisals made covering an estimated 98 linear feet of records.

Office of the General Counsel

The analyst assigned to this office is involved in the final phase of Systems development. It has been necessary to make detailed studies of all records series for the development of maintenance systems. Because of the special requirements and long time value of the records created by the Office of the General Counsel, procedure and methods will attain a more specific character than for most other offices of the Agency.

Medical Office

Because of illness and the need to temporarily withdraw an analyst from this job, the retirement phase of this program has not been completed. As of this date, there has been retired to the Records Center an estimated 8000-9000 medical chart files of separated employees.

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Chief, Records Disposition Branch

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Report of the RECORDS CENTER BRANCH for the week ending 28 January 1954

A draft copy of a reference aid to supplemental distribution materials in the Center was completed and submitted for comment.

Accompanied FBID 25X1
and discussed the transfer of certain stocks of distribution materials to the Center.

The Air Force returned what is purported to be the final shipment of NIS materials amounting to about 200 cubic feet. This material is now being inventoried, boxed, and shelved by Center personnel.

Initial distribution of administrative issuances was unusually active during this week. More than 37,000 items were sent out in the Agency.

Chief, Records Center Branch

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Report for week ending 27 January 1954 from MACHINE RECORDS BRANCH

Administrative:

The anticipated date for the planned move of the machines from Wing B to Wing A is February 15; however, a definite date is dependent on the completion of the removal of the floor sills at the entrance to the wings.

A training program for Machine Records Branch personnel is being studied. The purpose of the program is to furnish qualification data on personnel for promotions and reassignments.

The present strength of Machine Records Branch is [] employees. This number is [] under the T/O ceiling. This shortage of personnel and the heavy workload has brought about an increase in overtime hours. The new employees that are to enter on duty will not greatly help in decreasing the overtime hours.

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Operational:

Special Projects - A special T/O operation for the DD/P group has been given priority at the request of Classification and Wage Division that it be completed by 1 February 1954. The progress at this time indicates that this date will be met.

Logistics - The physical inventory of Family Group 5 (Communication and Photographic Equipment) is in progress and inventory data is being furnished Machine Records Branch on a daily basis. This data is being processed (punched and balanced) as received. The completion date for inventory processing and reports has been established as 1 March 1954.

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/s/ []
Chief, Machine Records Branch

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Appendix B

Week ending 28 January 1954

	<u>This Week</u>	<u>Average Week Last Fiscal Year</u>
1. Microfilming		
Images Filmed - Rotary Camera	34,511	18,697
Flat-bed Camera	9,447	9,785
2. Mail Activities		
a. Post Office Mail		
Incoming	6,969	5,064
Outgoing	7,670	6,537
b. Postage expended	\$ 822.48	\$ 800.12
c. Scheduled courier trips	293	240
d. Special courier trips	98	55.3
e. Inter-Agency mail by courier		
Incoming	883	956
Outgoing	1,022	1,313
f. Personnel actions:		
Recruitments	0	-
Separations	0	-
g. Use of Motor Pool Vehicles:		
Available	4	-
Available but delayed	0	-
Not available	4	-

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